



Natural Resources Conservation Service
75 High Street, Room 301
Morgantown, WV 26505
(304) 284-7540 (Phone)
(304) 284-4839 (Fax)

March 5, 2008

WEST VIRGINIA BULLETIN NO: WV250-8-5

SUBJECT: FNM – 2008 Annual Review of Open Obligations

Purpose: Review open obligations that have been inactive for twelve months or more.

Expiration Date: September 30, 2008

DUE DATES: March 28, 2008, FO to AO; April 11, 2008, AO to SO

Background: USDA regulations and OMB directives require these annual reviews to ensure invalid and unneeded funds are deobligated and made available for other uses, to reduce the risk of misuse of funds, and improve the Treasury's ability to forecast borrowing needs.

Documentation to Support Obligation in Contract File

1. Payment Limitation
2. 1155 Schedule of Operations
3. NRCS-CPA-13
4. 1156 if applicable
5. 1202 signed by landowner
6. 1202 signed by ASTC
7. Payment History
8. All 1245's

The documentation listed above has to be available to the STC. Therefore, the District Conservationist will certify to their ASTC-FO that all the above mentioned documents are in ProTracts, or in the conservation plan folder. The District Conservationist will certify to the ASTC-FO that all documentation is present on all the contracts for which they are responsible. Each ASTC-FO has been provided the list of contracts to be reviewed in their area. All non-ProTracts documentation will be scanned and sent to the ASTC-FO as an attachment to the certification. It is recommended that if a contract review (NRCS-CPA-13) is needed to complete the documentation that this be done in ProTracts and not as a paper copy.

The ASTC-FO will provide quality control through spot checking 5% of the contracts in their area. The ASTC-FO will certify to the State Conservationist that all contracts in their area have the required documentation. All non-ProTracts documentation will be forwarded to



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Bill O'Donnell, ASTC-P. Depending on the size of the file, please provide this information by a DVD, CD, or email attachment.

This documentation is required to support the State Conservationist's and Director's certification statement and is to remain in your office and be available for additional reviews, spot checking, or audits. Reviewers from the National Office may come to West Virginia to spot check field office folders to ensure these documents are present. If the material we certify as available is not available when the reviewer arrives at the office - the consequences will be severe. You will not be given time to produce the information from memory or otherwise.

If you have any questions please contact Bill O'Donnell, ASTC-P, at (304) 284-7543.

Thank you for your work in completing this job.

/s/

KEVIN WICKEY
State Conservationist

DIST: A,F